



**STATE OF TENNESSEE
DEPARTMENT OF HUMAN SERVICES**

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Commissioner

Memorandum

FF-07-24

To: All District, County and Area Offices
Family Assistance Service Centers
The Division of Appeals and Hearings
Families First Work Activity Contractors

From: Paul Lefkowitz, Director, Families First

Date: October 31, 2007

Subject: Families First Video

The new Families First video in English and Spanish has been completed and is ready for distribution to the field. The purpose of the video is to provide our clients with an overview of the Families First program and staff with a useful tool for introducing the Families First program.

An English and Spanish DVD will be provided to each county office so that they may be shown in the lobby or any other location where clients have the opportunity to view them. We are attaching a copy of the English version in WMV (Windows Media Video). The Spanish version cannot be sent via email as the Spanish overdubbing makes it too large. To access the Spanish video click on:

- http://www.translatorsperu.com/clients/walkerassociates/FamiliesFirstVideoSpanish/families_first_spanish_low_res.zip
- Save to your computer hard drive – this will take about 5 minutes
- Click on the resulting zip file
- Click on the WMV file and the video will begin

Client Reps may wish to use these videos while conducting orientation at their work station. Contractors may also find them helpful.

The DVDs are expected to be delivered to the State Office in the next few weeks. They will then be distributed to the county offices.

If you have any questions about the information addressed in the memo, please route them through your district Family Assistance staff.

PL/SM